

NAF PERSONNEL OFFICE- VAB Sub-Region
MWR & CBH Oceana, Dam Neck and Northwest

SEASONAL VACANCY ANNOUNCEMENT

03/07/03

Status

Does not confer Civil Service

~~~~~  
POSITION: **RECREATION SPECIALIST (Seasonal Aquatics)** ANNOUNCEMENT# **VB-35-03 (S)**  
Grade: NF-0188-03  
Salary: \$12.00-\$13.00 per/hour  
LOCATION: Fitness & Sports Division/Aquatics CLOSING DATE: **Open Until Filled**  
NSA Northwest Annex, Chesapeake VA 23322  
~~~~~

AREA OF CONSIDERATION: OPEN (1 Position), Flexible, Unscheduled, Seasonal
NOTE: No relocation costs will be paid ~~~~~ Direct Deposit of salary is a condition of employment
~~~~~

**DUTIES:** Responsible for coordinating the operation of pools, beaches and related facilities. Coordinates the day-to-day operations of the summer aquatics program, including lessons, parties, special events, swim meets, PRT, and all other related activities. Reviews patron usage and assesses needs. Researches and recommends addition and/or changes to current programming, providing data to substantiate. Ensures programs are suited to site patronage and within facility limitations and meet time and financial constraints. Oversees the maintenance of all pools and equipment. Keeps accurate maintenance records and maintains proper water chemistry at all times. Maintains internal controls over all pool related facilities, equipment, supplies, and fees. Coordinate with Public Works Center and local contractors regarding pool maintenance problems. Ensures maintenance and cleanliness of all facilities and equipment. Administers all safety programs related to pools and maintains a safe and healthful environment for all pool personnel and patrons. Enforces all regulations, laws, instructions, rules, and safety requirements at all times. Orders supplies, chemicals and equipment. Performs other duties as assigned.

**QUALIFICATIONS:** Minimum 2 years prior experience as a lifeguard is required. Must have current certifications for: lifeguard, CPR and first aid. Six months minimum experience in a leader or supervisory role required. Knowledge of effective life guarding procedures and techniques. Knowledge of maintenance and repair of pool equipment/machinery, maintaining proper water chemistry and sanitation. Ability to communicate well both verbally and in writing. Skill in performing and teaching techniques of swimming and lifesaving. Ability to learn and comply with all Navy health and safety requirements as well as program policies and procedures.

**SPECIAL REQUIREMENTS:** Must possess and maintain a current state driver's license. Must possess and maintain following certifications: Lifeguard, CPR and First Aid. Irregular tour of duty, including nights (until 2000 at latest) and weekends is required.

~~~~~  
~**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Avenue, Bldg. 531 NAS Oceana, Virginia Beach VA 23460.

~**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over".

~**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation of preference is available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

~**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the application.